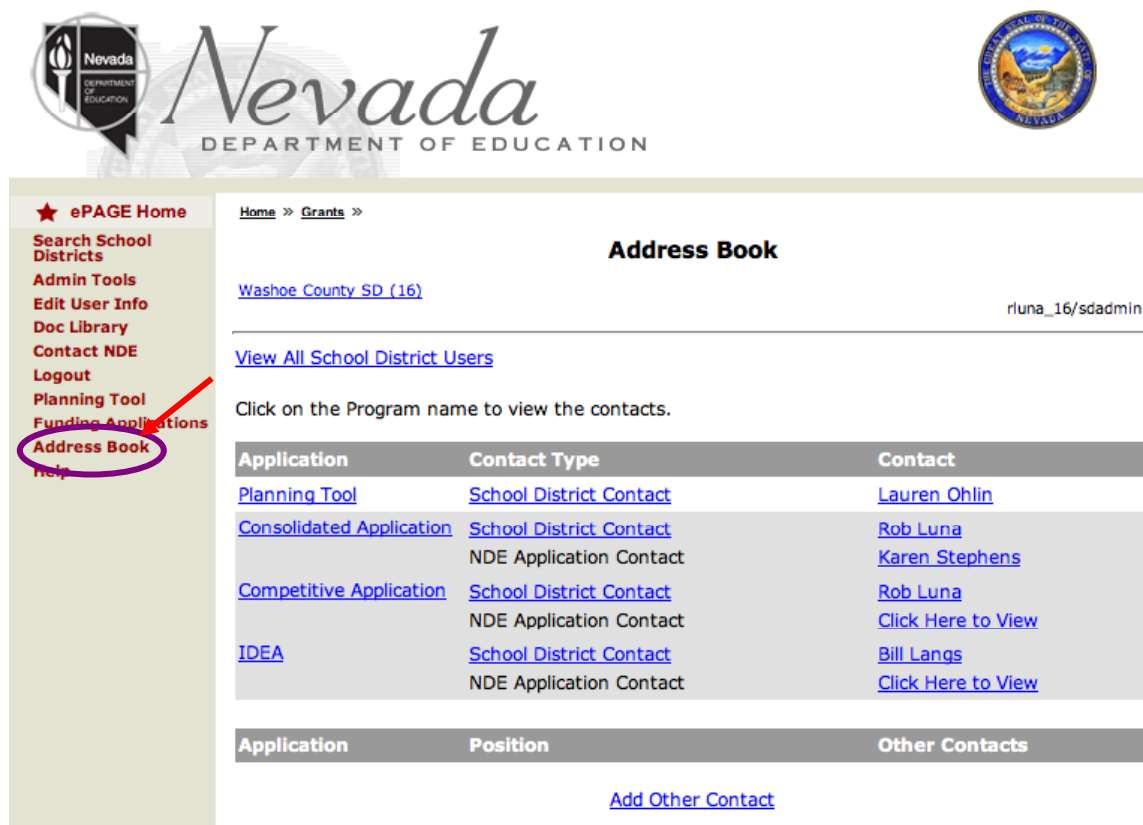


Address Book

The **Address Book** can be used to view NDE and District contacts, as well as change or add District contacts. In order to be able to be a District Contact, you must have **Update** access for the **Planning Tool** and the appropriate **Application**. (See the topic **Create, Modify, Inactive, & Reactivate Users**.)

Click the **Login** link from the left menu bar to login with your Login ID and Password.

Click **Address Book** from the left menu bar.



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Click on the Program name to view the contacts.

Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact NDE Application Contact	Rob Luna Karen Stephens
Competitive Application	School District Contact NDE Application Contact	Rob Luna Click Here to View
IDEA	School District Contact NDE Application Contact	Bill Langs Click Here to View

Application	Position	Other Contacts
-------------	----------	----------------

[Add Other Contact](#)

Five main options exist:

- **View All School District Users;**
- **Application, Viewing & Changing District Contacts;**
- **Contact Type;**
- **Contact;**
- **Add Other Contact.**

Each will be covered separately below.

View All School District Users:

Click the blue link to **View All School District Users**.

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[View All School District Users](#)

Click on the Program name to view the contacts.

Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

[Add Other Contact](#)

This would provide a list of all ePAGE users in the District.

All School District Users

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Below are the "active" users for District Number 16.
Click on Name to review demographic information about a user.

Name	User Name	Position
Jim Barclay	jbarclay_16	School District Supt./Authorized Representative
Vicki Bolton	vbolton_16	School District Other User
Pat Herring	pherring_16	School District Other User
Tris Hodge	thodge_16	School District Other User
Kendall Inskip	kinskip_16	School District Other User
Bill Langs	blangs_16	School District Other User
Rob Luna	rluna_16	School District Fiscal Representative
Marilyn Markovich	mmarkovich_16	School District Other User

Click the blue link next to a **Contact's Name** to see contact information and / or send an e-mail to a contact.

After Clicking a **Contact's Name**, you will notice the pop up menu **Contact Information**. Click the blue link for the **Contact's E-mail Address**.

The screenshot shows the ePAGE web application interface. On the left is a navigation menu with links like 'ePAGE Home', 'Search School Districts', 'Admin Tools', 'Edit User Info', 'Doc Library', 'Contact NDE', 'Logout', 'Planning Tool', 'Funding Applications', 'Address Book', and 'Help'. The main content area is titled 'All School District Users' and shows a breadcrumb trail 'Home >> Grants >> Washoe County SD (16)'. Below this, it states 'Below are the "active" users for District Number 16. Click on Name to review demographic information about a user.' A table lists users with columns for Name, User Name, and Position. A pop-up window titled 'Contact Information' is overlaid on the table, showing details for Pat Herring, including Name, Position, School Name, Address, City, State, Zip, Phone, Fax, and E-mail Address. The E-mail Address 'pherring@washoe.k12.nv.us' is circled in purple, and a red arrow points to it. A 'Close Window' link is at the bottom of the pop-up. A 'Return' button is at the bottom of the main page.

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All School District Users

Washoe County SD (16)

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Below are the "active" users for District Number 16.
Click on Name to review demographic information about a user.

Name	User Name	Position
Jim Barclay	jbarclay_16	School District Supt./Authorized Representative
Vicki Bolton	vbolton_16	
Pat Herring	pherring_16	
Tracy Hodge	thodge_16	
Kendall Inskip	kinskip_16	
Bill Langs	blangs_16	
Rob Luna	rluna_16	
Marilyn Markovich	mmarkovich_16	
Barbara McLaury	bmclaury_16	
Jan Morrison	jmorrisson_16	
Lauren Ohlin	lohlin_16	
Darin Pettinari	dpettinari_16	
Jodi Quilici	jquilici_16	
Claudia Rossi	crossi_16	
Joan Taylor	jtaylor_16	
Jenny Yeager	jyeager_16	

Return

Contact Information

Name: Pat Herring
Position: School District Other User
School Name: Beasley, Bud Elementary School
Address 1: 2100 Canyon Parkway
Address 2:
City: Sparks
State: NV
Zip: 89436
Phone: (775)348-0277
Fax: (775)333-5012
E-mail Address: pherring@washoe.k12.nv.us
[Close Window](#)

You will be taken to the **ePAGE Email**, where you can type a subject, message, then send to this contact.

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ePAGE Email

To: Pat Herring

From: Rob Luna
rluna@washoe.k12.nv.us
(775)348-0212

Additional Recipients:
(Use a comma and a space (', ') to separate multiple addresses)

Subject:

Message Content:

Hi,
This is a test of ePAGE Email.
Have a good day.

Click **Spell Check**, **Cancel** or **Reset** (clears all that has been written up to that point) as needed. When finished typing and editing the message, Click **Send**.

Your e-mail has been sent.

Application; Viewing & Changing District Contacts:

To view contact information within an application, Click the appropriate **Application**. In the example below, the **Consolidated Application** is Clicked.



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Click on the Program name to view the contacts.

Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

Application	Position	Other Contacts
-------------	----------	----------------

[Add Other Contact](#)

Click the **Application** column to view (or change if you have access rights) the contacts for each **Individual Grant** that is part of any one **Application**. In the example that follows, after clicking **Consolidated Application** in the **Application** column, you are taken to a page which contains contact information for the **Individual Grants** which make up the **Consolidated Application**, such as **Schoolwide Title I, Neglected Title I, Migrant**, etc.

For the district's ePAGE grants, Click the blue link under the column **Contact Type** to change the main **District Contact**. You must have **Update** access for the **Planning Tool** and the appropriate **Application** to be a **District Contact**. (See the topic **Create, Modify, Inactive, & Reactivate Users**.) You cannot change NDE Contacts, therefore, there are no blue links for **NDE Program Contacts** in the Contact Type column regardless of your access rights.




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Consolidated Application	Contact Type	Contact
Schoolwide, Title I	School District Contact	Barbara McLaury
	NDE Program Contact	Kathy St. Clair
Targeted Assistance, Title I	School District Contact	Jim Barclay
	NDE Program Contact	Kathy St. Clair
Neglected, Title I	School District Contact	Barbara McLaury
	NDE Program Contact	Marci Calloway
Delinquent, Title I-D	School District Contact	Lauren Ohlin
	NDE Program Contact	Marci Calloway
Migrant Education, Title I-C	School District Contact	Marilyn Markovich
	NDE Program Contact	Sharyn Peal
School Improvement, Title I	School District Contact	Rob Luna
	NDE Program Contact	Marci Calloway

Click the **New Contact** from the pull down menu, then Click **Save**.




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Neglected, Title I Contact Update

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School District Contact: Kendall Inskip ▼

Save Cancel

First, Change This

Second, Click

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At this point, you have updated the **Contact Type** in this **Application**.

To send an e-mail to an **Individual Grant Contact** (District or NDE):

Click the appropriate name in the **Contact** column.

Consolidated Application	Contact Type	Contact
Schoolwide, Title I	School District Contact	Barbara McLaury
	NDE Program Contact	Kathy St. Clair
Targeted Assistance, Title I	School District Contact	Jim Barclay
	NDE Program Contact	Kathy St. Clair
Neglected, Title I	School District Contact	Barbara McLaury
	NDE Program Contact	Marci Calloway
Delinquent, Title I-D	School District Contact	Lauren Ohlin
	NDE Program Contact	Marci Calloway
Migrant Education, Title I-C	School District Contact	Marilyn Markovich
	NDE Program Contact	Sharyn Peal

After Clicking a **Contact's Name**, you will notice the pop up menu **Contact Information**.

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Contact Information

Name: Marci Calloway
Position: NDE Consultant
Phone: (775)687-9161
Fax: (775)687-9120
E-mail Address: mcalloway@doe.nv.gov
[Close Window](#)



Click the blue link for the **Contact's E-mail Address** to be taken to **ePAGE Email**, where you can type a subject, message, then send to this contact. See the **View All School District Users** section for a sample e-mail page.

Contact Type:

You may view the **School District Contact** for each **Application** section under the **Contact Type** column.

You must have **Update** access for the **Planning Tool** and the appropriate **Application** to change **District Contacts**. (See the topic **Create, Modify, Inactive, & Reactivate Users**.)

Click a **School District Contact** you wish to view or change. In the example below, the **School District Contact** for the **IDEA Application** is Clicked.



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Click on the Program name to view the contacts.

Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

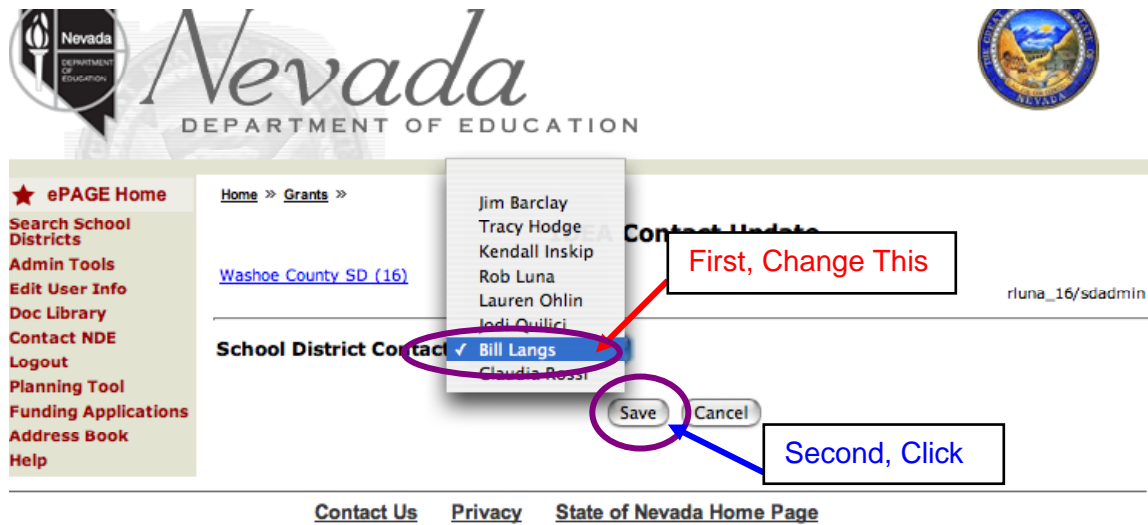
Application	Position	Other Contacts
-------------	----------	----------------

[Add Other Contact](#)

You are taken to the **Application Contact Update** page.

Click the new contact from the **School District Contact** pull down menu.

Click **Save**.



At this point, the District **Contact Type** has been successfully changed.

Contact District or NDE Main Point of Contact:

For each **Application**, you may view and / or e-mail the **District Contact** and / or **NDE Contact** by Clicking the blue link under the column **Contact**. In some cases, depending on NDE set up, you may need to first Click another blue link **Click Here to View**.

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Click on the Program name to view the contacts.

Click District or NDE as Needed

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Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

Application	Position	Other Contacts
-------------	----------	----------------

[Add Other Contact](#)

The **Contact Information** pop up menu will appear with the contact's name, position, phone, fax and e-mail.

The screenshot shows the Nevada Department of Education's ePAGE interface. A 'Contact Information' pop-up window is displayed over the main content area. The pop-up contains the following information:

- Name: Karen Stephens
- Position: NDE Director
- Phone: (775)687-9335
- Fax: (775)687-9250
- E-mail Address: kstephens@doe.nv.gov
- [Close Window](#)

A red arrow points to the email address, which is circled in purple. The background shows the ePAGE Home menu on the left and a table of contacts in the main area.

Application	Contact	Other Contacts
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

[Add Other Contact](#)

You will notice a blue link to the contact's e-mail. Clicking the blue link for the **Contact's E-mail Address** will take you to **ePAGE Email**, where you can type a subject, message, then send to this contact. See the **View All School District Users** section for a sample e-mail page.

Add Other Contact:

You may use the blue link towards the bottom of the **Address Book** to **Add Other Contact**. This would enable you to display additional persons that can be contacted by users seeking assistance. In this section, a person does not need to be an ePAGE users (perhaps you want to list a senior manager who understands grant programs, but does not use the ePAGE system). There are no links to send e-mails within the ePAGE system with this function ... only a list of contact information such as address, phone, fax & e-mail.

Click the blue link to **Add Other Contact**.

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[View All School District Users](#)

Click on the Program name to view the contacts.

Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

Application	Position	Other Contacts
Add Other Contact		

You will be taken to the **Add Other Contact** page, where you will fill in the fields as applicable. As stated above, the Contact does not necessarily need to be an ePAGE user. A sample is below. When done, Click **Save**.

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Add Other Contact

First Name: John

Last Name: Doe

Application: Consolidated Application

Position: School District Parent Coordinator

School Name: Adams Elementary

Address Line 1: 123 Adams Street

Address Line 2:

City: Big City

State: Nevada

Zip: 89123 -

Phone: (775) 123 - 4567

Fax: (775) 765 - 4321

E-mail: John@bigcity.k12.nv.us

Save Cancel

First, Fill in as Applicable

Second, Click

Your new **Other Contact** now has a blue link to contact this person.

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Click on the Program name to view the contacts.

Application	Contact Type	Contact
Planning Tool	School District Contact	Lauren Ohlin
Consolidated Application	School District Contact	Rob Luna
	NDE Application Contact	Karen Stephens
Competitive Application	School District Contact	Rob Luna
	NDE Application Contact	Click Here to View
IDEA	School District Contact	Bill Langs
	NDE Application Contact	Click Here to View

Application	Position	Other Contacts
Consolidated Application	School District Parent Coordinator	John Doe

[Add Other Contact](#)

At any time you may modify this contact by Clicking the blue link for the **Other Contact**. You will be taken to the **Other Contact Update** page. See the example that follows.

Notice **Delete** is an option.

Modify as needed, then Click **Save**;

OR: Click **Delete**.

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Other Contact Update

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First Name: John

Last Name: Doe

Application: Consolidated Application

Position: School District Parent Coordinator

School Name: Adams Elementary

Address Line 1: 123 Adams Street

Address Line 2:

City: Big City

State: Nevada

Zip: 89123 -

Phone: (775) 123 - 4567

Fax: (775) 765 - 4321

E-mail: John@bigcity.k12.nv.us

Save Delete Cancel

When done with all Address Book functions, **Logout** as normal at the left menu bar.